

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 6/18/03

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval of Purchase Service Order for URS for NIP Phase 2, Extended Construction Schedule, for the Key West International Airport.

ITEM BACKGROUND: Services will be funded 90% by the Federal Aviation Administration, and 10% by Passenger Facility Charge Revenue.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 5, March 15, 2000.

CONTRACT/AGREEMENT CHANGES: New Agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$40,000.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA & PFC Revenue

COST TO PFC: \$4,000.00

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH/YEAR:

APPROVED BY: County Attorney X OMB/Purchasing N/A

Risk Management N/A

KEY WEST AIRPORT DIRECTOR APPROVAL _____



Peter J. Horton

DOCUMENTATION: Included X

To Follow

Not Required

AGENDA ITEM # c6

DISPOSITION: _____

/bev
APB

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 360 days

Contract Purpose/Description: NIP Phase 2 – Extended Construction Schedule, Services

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/Courier Stop)

for BOCC meeting on: 6/18/03

Agenda Deadline: 6/3/03

CONTRACT COSTS

Total Dollar Value of Contract: 40,000.00

Current Year Portion: ~ 20,000.00

Budgeted? Yes

Account Codes: 404-63051-560-630-GAKA48

Grant: Yes - FAA

County Match: PFC Revenue

ADDITIONAL COSTS

Estimated Ongoing Costs: N/A
(not included in dollar value above)

For:

(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airport Manager	<u>5/27/03</u>	() ()	<u>Peter Horton</u>	<u>5/28/03</u>
Risk Management	<u>1/1/</u>	() ()	<u>William Grumhaus</u>	<u>1/1/</u>
O.M.B./Purchasing	<u>1/1/</u>	() ()	<u>Sheila Barker</u>	<u>1/1/</u>
County Attorney	<u>1/1/</u>	() ()	<u>Rob Wolfe</u>	<u>5/23/03</u>

Comments:

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS Purchase Service Order No. 02/03-20

Re: PSA Agreement, Dated 1-1-02 Resolution No. _____

Project Name: Key West International - NIP Phase 2 - Extended Construction Schedule

Description of Services:

(See attached Scope of Services)

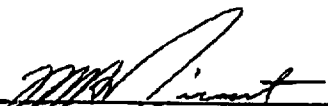
Multiple of Direct Salaries _____

Lump Sum X Reimbursable Expense _____


Days to Complete 360 Fee this Service Order \$ 40,000.00

Payment for Services shall be in their entirety as per PSO.

Prepared by:


Milford A. Reisert

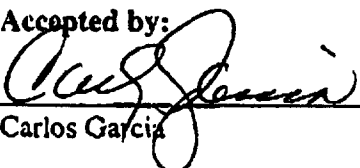
Recommended by:



Date: 5/16/03

Date: 5-22-03

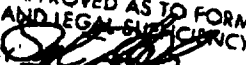
Accepted by:


Carlos Garcia

Approved by:

Date: 5/16/03

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY.
BY 
ROBERT M. WOLFE
DATE 5-23-03

SCOPE OF SERVICES

EXTENDED CONSTRUCTION SCHEDULE - PHASE 2

IMPLEMENTATION OF NOISE INSULATION PROGRAM

KEY WEST INTERNATIONAL AIRPORT

This Scope of Services will describe tasks necessary to implement the extended construction schedule for the Noise Insulation Program for up to 25 homes located in the Riviera Shores Neighborhood, south of the Riviera Canal.

The Consultant Team is composed of the following firms:

- URS Corporation, herein referred to as the Consultant's Project Manager
- Wyle Laboratories, herein referred to as the Acoustical Engineer
- C&S Companies, herein referred to as the Project Architect / Construction Manager

The extended construction schedule for Phase 2 is estimated at 8 additional weeks (2 months).

TASK 1 PROJECT MANAGEMENT

The Consultant's Project Manager will perform general project-related management and coordination with the airport and the FAA. This task includes preparation of monthly invoices and progress reports, FAA coordination, sub-consultant coordination, and schedule updates. This task also includes weekly conference calls with the Consultant Team and related documentation. The Project Architect will perform general project-related coordination with the Consultant's Project Manager. This includes preparation of monthly invoices and progress reports, FAA coordination, and schedule updates.

The Consultant's Project Manager will attend one additional project management meetings in Key West, to coordinate with the airport staff regarding the project.

TASK 2 MAINTAIN PROJECT OFFICE AND PROVIDE INFORMATION TO THE PUBLIC

The Consultant's Project Manager will attend one additional bi-monthly meetings of the airport's Ad-Hoc Committee on Noise to provide status reports on the progress of the Noise Insulation Program and other related matters. (The public has requested that some of the Ad-Hoc Committee meetings be held in the evening so that more people can attend.) The Consultant's Project Manager will also participate in and/or conduct up to one other meeting as appropriate (e.g., presentations to Homeowner's Associations, etc.) to disseminate information about the Noise Insulation Program and progress in

noise mitigation efforts. This other meeting will coincide with other project-related trips to Key West.

TASK 15 PROVIDE CONSTRUCTION PHASE SERVICES

During the extended construction period, the Project Architect / Construction Manager will provide construction observation services and conduct daily field inspections to help ensure quality control. If change orders are necessary, the Project Architect / Construction Manager will secure the approval of the airport and the FAA prior to approving any major changes to the contract. The tasks involved in the extended construction administration include the following:

- Review materials before they are installed to ensure that they comply with approved submittals.
- Review work covered by shop drawings to ensure that it complies with Contract Documents.
- Conduct daily inspections at each site that is under construction.
- Coordinate with the Contractors to insure all appropriate building permits have been secured.
- Observe work in progress to verify that it meets the requirements and intent of the Contract Documents.
- Attend, conduct, and document weekly construction progress meetings with the contractors and subcontractors.
- Notify the General Contractor of any part of the work in progress that does not conform to approved submittals, shop drawings, or Contract Documents.
- Consider and evaluate the Contractor's suggestions for modifications to the Contract Documents.
- Maintain files and records of all pertinent documents including submittals, shop drawings, addenda, minutes of meetings and reports.
- Review applications for payment to ensure that they agree with the work actually done and materials actually received.
- Prepare punch lists at the appropriate time for each unit, distribute the lists to the General Contractor for execution, verify that punch list items are complete, and then certify the General Contractor's final invoice for payment.

The Project Architect / Construction Manager will provide a full-time resident construction inspector (Resident Project Representative) and daily reports for up to 8 additional weeks to perform the tasks described above. It is planned that 8 weeks will be adequate to complete the extended construction activities with a maximum of three new house starts per week for the duration of Phase 2.

The Resident Project Representative (RPR) will be in the field for an additional 8 weeks to monitor Homeowner satisfaction throughout the construction process.

LABOR AND EXPENSE BUDGET
Implementation of Noise Insulation Program - Phase 2 - Extended Construction Schedule
Key West International Airport

Task	Description	URS Project Director		C&S Project Manager		URS Project Planner		On-Site Inspector		C&S Support		URS Administrative		Project Total Labor		Expenses	Grand Total
		\$/Hr.: \$154		\$/Hr.: \$99		\$/Hr.: \$98		\$/Hr.: \$77		\$/Hr.: \$54		\$/Hr.: \$67					
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
1	Project Mangement	16	\$2,464		\$0	16	\$1,568	0	\$0		\$0	8	\$538	40	\$4,570	\$705	\$5,275
2	Maintain Project Office and Provide Information to the Public	8	\$0		\$0	32	\$3,136	0	\$0		\$0	8	\$538	48	\$3,674	\$720	\$4,394
15	Provide Construction Phase Services		\$0	12	\$1,185		\$0	320	\$24,586	20	\$1,070	0	\$0	352	\$26,642	\$3,490	\$30,332
Grand Total		24	\$2,464	12	\$1,185	48	\$4,704	320	\$24,586	20	\$1,070	16	\$1,075	440	\$35,085	\$4,915	\$40,000